

MEMORANDUM

TO: All Agency Employees
FROM: Gary T. Myers, Executive Director
DATE: September 25, 2006
SUBJECT: JOB VACANCY ANNOUNCEMENT

This memo is to officially announce the following position for *application and interview*:

WILDLIFE RESOURCES ASSISTANT DIRECTOR
Staff Operations
Salary Range: \$5,192 - \$8,063
Formerly Occupied by: Allen Gebhardt (Retiring January 2007)

**Successful applicant must establish residence in Davidson or bordering county, or within
45 miles of the Nashville Office.**

EDUCATION AND EXPERIENCE: Desirable qualifications are supervisory experience in accounting, public administration or related fields; budget experience with the Tennessee Wildlife Resources Agency or other state government agencies.

Experience working with executives at senior levels of the organization is desired. Demonstrated organizational problem solving skills are a must. Experience presenting complex information during legislative sessions or at senior executive levels of an organization is highly desirable.

A graduate degree in Business, Accounting, Public Administration, Human Resources or related area is highly desirable.

EXAMINATION SUMMARY: Determined by Appointing Authority for Executive Service.

This position will report directly to the Executive Director of the Tennessee Wildlife Resources Agency and is not covered by Civil Service rules and regulations. This position serves at the pleasure of the Executive Director. Salary rate is negotiable subject to the approval of the Department of Personnel. Interested applicants should complete an updated application along with their request for consideration by **October 16, 2006**, in accordance with Administrative Directive #3. Originals should be sent to Executive Director Gary Myers with copies to Stan Powell's office.

Inquiries concerning this position should contact **Gary Myers** at **615-781-6552**.

GTM/slp

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